

TOWN OF ALLENSTOWN
Select Board
16 School Street
Allenstown, New Hampshire 03275
June 22, 2015

Call to Order.

The Allenstown Select Board Meeting for June 22, 2015 was called to order by Mr. Gryval at 6:00p.m.

Roll Call.

Present on the Board: Jason Tardiff, Jeff Gryval, and Kate Walker.

Others Present

Residents of Allenstown: Thomas Chartier, Nancy Rheault and Dennis Fowler

Others Present: Cyrus Moulton, Union Leader reporter.

Other Public Officials: Larry Anderson, Sewer Commissioner.

Allenstown Staff: Shaun Mulholland, Town Administrator; Ron Pelissier, Road Agent; Kathleen Rogers, Tax Collector; and Michael Stark, APD.

Citizens Comments:

Public Hearing-Acceptance of unanticipated funds from CDFR for a Community Development Block Grant in the amount of \$500,000 for the Senior Center portion of the new community center at the Whitten Street Park.

The Chair opened the hearing to the public. Mr. Mulholland explained the grant process and the need for the Board to accept the unanticipated funds in accordance with the applicable RSA. The Chair asked if anyone had any questions or comments. There were no questions or comments. The Board kept the public hearing open in case there were any questions.

Meet with applicant to approve tax payment plan I

Mr. Mulholland informed Mr. Chartier this was public hearing which means everyone has a right to be present however he knows this is kind of personal. Mr. Fowler, Mr. Anderson and Lt. Stark left the meeting so Mr. Chartier could speak privately with the Select Board.

Ms. Walker informed Mr. Chartier she is hard of hearing and asked him to speak up a bit because of the air conditioner noise.

Mr. Mulholland stated they have a tax payment plan request from Mr. Thomas Chartier. He stated himself and the Tax Collector has concerns with the request because Mr. Chartier has not complied with previous plans. He stated they don't normally give payment plans to those who have not complied in the past which is why he asked Mr. Chartier to explain things to the Select Board.

Mr. Chartier stated his son has moved in with him and is paying rent. He stated he would now be able to make payments and they would even be willing to set up direct withdrawals from his account.

The Chair asked if this is a possibility. Mr. Mulholland stated it is if the Board chooses to agree to the payment plan. He suggested the amount be the amount which would all Mr. Chartier to become current on what is owed. He stated Mr. Chartier would have to pay \$506.72 per month to get caught up. He stated they can tax deed it at any time if someone does stay current on the agreed upon plan. The Town does not normally do agree to plans in which someone fails to meet previously agreed upon payment plans.

Mr. Gryval asked Mr. Chartier if this amount is something he could do. Mr. Chartier stated he could do about \$200 a month. He stated when he moved into town he didn't know about the elderly exemption. He stated he fell behind before he applied for it. Mr. Mulholland asked if he has made any payments in the last year. Mr. Chartier stated he paid \$300 a few weeks ago.

Mr. Chartier asked how long the payments would be for. Mr. Mulholland stated it would be until they get to the \$5,000 amount owed. Mr. Chartier stated it would be tough but if it is what they would have to do.

The Chair informed Mr. Chartier they would take this under advisement and consideration and get back to him.

Acceptance of unanticipated funds from LCHIP in the amount of \$200 for the Old Allenstown Meeting House.

The Chair stated they accept these funds every year. He stated it is a reward to the town for doing all the paperwork correctly and meeting all the milestones they asked the town to meet.

Motion. Mr. Tardiff made a motion to accept the \$200 from the LCHIP fund for the Old Allenstown Meetinghouse. Ms. Walker seconded the Motion.

Ms. Walker stated she would inform Mr. Verville they accepted the funds.

A Roll Call Vote was taken: Mr. Gryval –Yes; Mr. Tardiff – Yes; and Ms. Walker - Yes. The Chair declared the Motion passed.

Discuss Police Department hiring issue

Lt. Stark stated Ptl. Travis Mannon is going to be resigning in two weeks. He stated he would like to use the applications from the last process and start the hiring process so they can make the deadline for the Academy.

The Chair asked if they have anyone who is already certified. Lt. Stark stated they have someone who is going through the background process for Brian Jordan's position. He stated they had 13 applications from the process that were good. He stated if they can't get through now, they have to wait until January for the Academy. Mr. Tardiff stated he is fine with fast as long as it is thorough. The Chair asked Lt. Stark to let them know if there's anything they can do to help him out.

Approve Ricoh Photocopier lease agreement for Town Hall and the Police Department.

Mr. Mulholland stated they are paying \$345 a month and it is now it is going to \$243.60 a month. The Chair asked if this is the agreement he had spoken about previously. Mr. Mulholland stated there is a separate issue however it is the same contract. He stated they are saving money on the service agreement each month because they are digitalizing as many things as possible. He stated he spoke with Chief Paquette and he is all set with the agreement.

Motion. Ms. Walker made a motion to approve the Ricoh Photocopier lease agreement for the Town Hall and Police Department for 36 months and to authorize Shaun Mulholland to sign said lease agreement. Mr. Tardiff seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes; Mr. Tardiff – Yes; and Ms. Walker - Yes. The Chair declared the Motion passed.

Review and approve Construction Management contract with Milestone Engineering for the Community Center Project.

Mr. Mulholland stated they are still negotiating the Construction Management contract with Milestone Engineering.

Discuss changes to the Personnel Policy: Compensatory Time & Time Off Requests

Mr. Tardiff stated he was having a conversation with the Road Agent regarding compensatory time and how it works and benefits and disadvantages to the town and the employees. He stated it is his understanding the town did at one time use compensatory time. Mr. Mulholland stated they did it a long time ago and they stopped because it was being done illegally and doing it legally doesn't have much value to it.

Mr. Mulholland explained compensatory time is agreed upon by the employee. He stated for every hour they work over 40 hours they have to get an hour and a half off. He stated they have to track it and have a form the employee signs off on. He stated they have to decide the amount and how long they are going to allow it to build up.

Mr. Pelissier stated his staff has quite a bit of vacation time. He stated the guys were interested in doing it in the wintertime so they don't have as much overtime.

The Chair stated when he has heard of compensatory time in the past it has been hour for hour and asked if there are any situation in which they do it. Mr. Mulholland stated there is also flex time which is where someone can stay late one day and not work another day. He stated flex time only works in the current pay period.

The Chair asked if there is any mechanism to allow them to get around it to give the guys the time. Mr. Mulholland stated they could do compensatory time however they would have to give them an hour and a half for every hour over 40 hours. He stated overtime is based on a 40 hour work week regardless of the biweekly pay period.

The Road Agent stated the compensatory time would be one of those things which they would have to use it during certain times of the year because they are not able to go out and do road work. Mr. Tardiff stated most of the guys don't use all their vacation time and carry it over.

The Road Agent stated in the wintertime they end up working a lot of weekends which run into holidays so they work a lot of straight time.

The audio cut off at 6:24pm. The batteries were replaced on the recorder once it was discovered.

Meet with Town Clerk/Tax Collector Kathleen Rogers in regards to temporary staffing

The Board meet with Ms. Rogers to discuss staffing. The Board agreed to allow Mrs. Rogers to proceed with the hiring process of hiring the town clerk from Canterbury on a temporary basis.

Close the public hearing for the CDBG II for the Senior Center portion of the new Community Center.

The Chair asked if there was any additional public comment or questions in regards to the grant or acceptance of the funds. Cyrus Moulton asked several questions which were answered by Mr. Gryval and Mr. Mulholland.

Motion: Mr. Tardiff made a motion to accept the grant and the unanticipated funds in the amount of \$500,000 from CDFA. Further to authorize Mr. Mulholland to sign the grant contract on behalf of the Board. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes; Mr. Tardiff – Yes; and Ms. Walker - Yes. The Chair declared the Motion passed.

The Chair called the meeting into recess at 7:21pm.

The Chair called the meeting back from recess at 7:29pm.

Ratify the Consent Calendar

Motion. Mr. Tardiff made a motion to ratify the Consent Calendar of June 22, 2015. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes; Mr. Tardiff – Yes; and Ms. Walker - Yes. The Chair declared the Motion passed.

Review and Approve Minutes

Motion. Mr. Tardiff made a motion to approve the minutes of May 4, 2015. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes; Mr. Tardiff – Yes; and Ms. Walker - Yes. The Chair declared the Motion passed.

Approve Accounts Payable:

Motion. Mr. Tardiff made a motion to approve Accounts Payable for June 18, 2015. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes; Mr. Tardiff – Yes; and Ms. Walker - Yes. The Chair declared the Motion passed.

Meet with applicant to approve tax payment plan II

Mr. Mulholland informed Ms. Nancy Rheault it is a public meeting and they can't tell anyone to leave.

Mr. Dennis Fowler asked Mr. Mulholland if they have a timeframe for when there would be a tax deed transfer. Mr. Mulholland stated they want to do them quickly but it depends on what gets thrown at him over the next couple of days.

The Chair stated this is a public meeting however if they could allow them a few minutes to meet with the resident in private it would be appreciated.

Mr. Mulholland stated they have a request for a tax payment plan from Nancy Rheault. He stated there has been an issue in the past with defaulting on a payment plan. He stated they don't usually grant a payment plan which has had issues in the past.

Ms. Walker asked Mr. Mulholland if they have the sheet with the monthly payment to keep Ms. Rheault current. Ms. Rogers stated it should be on the second page of the application.

The Chair stated Mr. Mulholland mentioned the previous payment plan didn't work. Mr. Gryval asked Ms. Rheault if there was a reason for it not working. Ms. Renault stated she had just gotten the gym going and they had some issues. The Chair stated based on the narrative Ms. Rheault stated the gym is doing much better and her significant other got a full-time job. Ms. Rheault stated they had some issues but things are better now.

Mr. Tardiff asked Ms. Rheault if she knows what her tax bill is and what she could afford per month. Ms. Renault stated she's not sure and she could do \$300 per month.

Ms. Rogers stated the monthly payment would be \$360 which would have her paid off by April. Ms. Walker asked Ms. Rheault if the \$360 is something she could do. Ms. Rheault stated it is something she can do. Ms. Rogers stated this would get her caught up by next April.

The Chair stated they will take Ms. Rheault's input under advisement and get back to her with a decision.

Other Business

The Chair stated he wanted to bring up two things with Lt. Stark while he was here and forgot. He stated Lt. Stark still owes them the amended SRO hiring package and they haven't seen anything for the new cruiser ?.

Non-Public Session I in accordance with the provisions of RSA 91-A:3,II(a).

Motion. Ms. Walker made a motion to go into non-public I in accordance with the provisions of RSA 91-A:3,II(a) at 7:44pm. Mr. Tardiff seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes; Mr. Tardiff – Yes; and Ms. Walker - Yes. The Chair declared the Motion passed.

Motion. Mr. Tardiff made a motion to go back into public session at 8:15pm. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes; Mr. Tardiff – Yes; and Ms. Walker - Yes. The Chair declared the Motion passed.

Motion. Mr. Tardiff made a motion to seal the previous set of non-public minutes because it could adversely affect a person other than a member of this Board. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes; Mr. Tardiff – Yes; and Ms. Walker - Yes. The Chair declared the Motion passed.

Consideration of Tax Payment Plan Requests

Motion. Ms. Walker made a motion to deny the request for the tax payment plan and direct Shaun Mulholland to initiate the tax deed process for 28 Fullam Cir., Thomas Chartier. Mr. Gryval seconded the Motion.

A Roll Call Vote was taken: Mr. Gryval –Yes; Mr. Tardiff – Abstained; and Ms. Walker - Yes. The Chair declared the Motion passed.

Motion. Mr. Gryval made a motion to accept Nancy Rheault's payment plan for \$360 per month. Mr. Tardiff seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes; Mr. Tardiff – Yes; and Ms. Walker - Abstained. The Chair declared the Motion passed.

Motion. Mr. Tardiff made a motion to adjourn. Ms. Walker seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes; Mr. Tardiff – Yes; and Ms. Walker - Yes. The Chair declared the Motion passed.

The Chair declared the meeting adjourned at 10:01 pm.

TOWN OF ALLENSTOWN
SELECTBOARD
PUBLIC MEETING MINUTES

June 22, 2015

Signature Page

| Original Approval: | |
|--|--------------------|
|  JEFFREY GRYVAL, Chair | 06/26/2015 DATE |
|  JASON TARDIFF, Member | 06/26/2015 DATE |
|  KATE WALKER, Member | 06/29/2015 DATE |

| Amendment Approvals: | | |
|-------------------------------|-----------------------|--------------|
| Amendment Description: | Approval: | Date: |
| | JEFFREY GRYVAL, Chair | DATE |
| | JASON TARDIFF, Member | DATE |
| | KATE WALKER, Member | DATE |

Signature Certificate

 Document Reference: X2LXXMJT3JWBEPV6IF7G3L

RightSignature
Easy Online Document Signing



Kate Walker

Party ID: SP2NDDIK7IHU6385FZXSW

IP Address: 65.175.133.144

VERIFIED EMAIL: kwalker@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

4b5285f9f33099191f86e502c08c7c264ee80e55



Jason Tardiff

Party ID: BJNIZPIUNIWEY7RPRCYKJ4

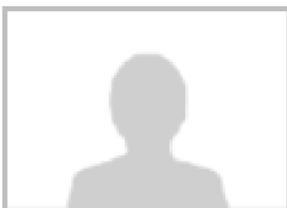
IP Address: 173.9.43.198

VERIFIED EMAIL: jtardiff@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

bb2571da7ff4f4f78549b26943b04ab9610d9cc7



Jeffrey Gryval

Party ID: NVVTN3J8TIMPS3EA75IMF8

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VERIFIED EMAIL: jgryval@allentownnh.gov

Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

39005edb759cc198676bb08f0f28867e4090265d



Timestamp

2015-06-29 09:02:59 -0700

2015-06-29 09:02:59 -0700

2015-06-29 09:02:48 -0700

2015-06-26 13:03:12 -0700

2015-06-26 13:01:07 -0700

2015-06-26 10:11:00 -0700

2015-06-26 10:06:46 -0700

Audit

All parties have signed document. Signed copies sent to: Kate Walker, Jason Tardiff, Jeffrey Gryval, and Shaun Mulholland.

Document signed by Kate Walker (kwalker@allentownnh.gov) with drawn signature. - 65.175.133.144

Document viewed by Kate Walker (kwalker@allentownnh.gov). - 65.175.133.144

Document signed by Jason Tardiff (jtardiff@allentownnh.gov) with drawn signature. - 173.9.43.198

Document viewed by Jason Tardiff (jtardiff@allentownnh.gov). - 173.9.43.198

Document signed by Jeffrey Gryval (jgryval@allentownnh.gov) with drawn signature. - 104.129.196.115

Document viewed by Jeffrey Gryval (jgryval@allentownnh.gov). - 104.129.196.115



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Signature Certificate



Document Reference: X2LXXMJT3JWBEPV6IF7G3L

RightSignature

Easy Online Document Signing

2015-06-26 05:36:53 -0700

Document created by Shaun Mulholland (smulholland@allentownnh.gov). -
64.222.96.214



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